

2008 Great Lakes Homeland Security Training Conference and Expo Frequently Asked Questions

LOGISTICS

QUESTION: What are the dates and location of the conference?

ANSWER: April 22 (Tuesday) to April 24 (Thursday), 2008 in Grand Rapids, MI.

QUESTION: Will the conference be held in the hotel(s) we stay in?

ANSWER: No, the conference will be held at the DeVos Place, within walking distance of some hotels.

REGISTRATION

QUESTION: How do I register for the conference?

ANSWER: The registration process will be online. You can access the online registration at http://www.michigan.gov/msp/0,1607,7-123-1593_3507-160531--,00.html

QUESTION: Can someone else register for me?

ANSWER: Yes, provided they have all of your information and workshop choices with your authorization to do so.

QUESTION: What is the registration fee?

ANSWER: The registration fee on or before Tuesday, April 1 is \$350.
Late registration fee (after April 1) is \$400.

QUESTION: When is the last day to register?

ANSWER: The last day to register is Friday, April 11.

QUESTION: What should I do if I am unable to attend and I have already registered?

ANSWER: Please send an email to EMHSD-Conference@michigan.gov with a brief explanation of why you can no longer attend. Full registration fee refunds will be issued for cancellations made by 5 p.m. Eastern Standard Time on Tuesday, April 1. No refunds will be issued after April 1. Substitutions are accepted before April 11. To register a substitute, please e-mail the substitute's name and information and the name of who they are replacing to: EMHSD-Conference@michigan.gov. You will be responsible for canceling your own hotel reservations.

QUESTION: How do I pay for the conference registration?

ANSWER: There are two payment options. You may pay using a credit card by completing the Credit Card Payment form as directed on the registration form or you will be invoiced. The invoices will be mailed after the conference; if you require a pre-conference invoice, please send your request to EMHSD-Conference@michigan.gov.

QUESTION: When is onsite conference registration?

ANSWER: 3:00 p.m. - 7:00 p.m. on Monday, April 21
7:00 a.m. - 4:00 p.m. on Tuesday, April 22
7:00 a.m. - 3:30 p.m. on Wednesday, April 23

QUESTION: Will I receive a registration confirmation?

ANSWER: Yes, you will receive an e-mail confirmation approximately one month prior to the conference. If you do not receive a confirmation by that time, please contact us at EMHSD-Conference@michigan.gov to assure you are registered.

CONFERENCE FORMAT

QUESTION: **What is the format of the conference?**

ANSWER: The conference consists of two half days, and one full day. The first and third day will include general session for all attendees. Wednesday, April 23, will include six hours of workshops.

QUESTION: **Am I required to attend every session?**

ANSWER: We recommend that you attend each session in order to maximize your benefits for attending the conference.

MEALS

QUESTION: **Will meals be provided?**

ANSWER: Breakfast will be provided on Wednesday, April 23 and Thursday, April 24.

Lunch will be provided on Tuesday, April 22 and Wednesday, April 23.

Dinner will be provided on Tuesday, April 22.

NOTE: You need to sign up for your evening meal when registering for the conference.

Dinner on Wednesday, April 23 is "on your own".

EXTRA ACTIVITIES AVAILABLE

QUESTION: **Will speakers or activities outside of the conference be available?**

ANSWER: After dinner on Tuesday, April 22, tour of Ford Museum is scheduled.

On Wednesday, April 23, participants will have the opportunity to attend a Family Preparedness Night event sponsored by the Michigan Citizen Corps and West Michigan Whitecaps at the Fifth Third Ballpark. Voucher will include tickets to the baseball game, all you can eat BBQ dinner, a Whitecaps exclusive souvenir, and admission to the Pepsi Stadium Club Area. Ticket cost is \$20 and is not included in the conference registration fee.

DRESS CODE

QUESTION: **What is the appropriate attire for the conference?**

ANSWER: Business casual attire. Please keep in mind that conference room temperature can vary, so take this into consideration.

CONFERENCE MATERIALS/HANDOUTS

QUESTION: **Can I obtain a copy of the handouts ahead of time?**

ANSWER: The handouts will be distributed at the conference.

QUESTION: **Will I need to bring any materials with me?**

ANSWER: All relevant materials will be provided at the conference.

ADDITIONAL INFORMATION

QUESTION: **Who can I contact for additional information?**

ANSWER: Please e-mail registration inquiries to EMHSD-Conference@michigan.gov,